



HEADQUARTERS, 80TH AREA SUPPORT GROUP
UNIT 21419
APO AE 09708

AERSH-EO (600-20)

25 October 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 80TH ASG Command Policy Letter 14, Commander's Policy on Equal Opportunity / Sexual Harassment Complaint Procedures

1. REFERENCE. AR 600-20, 15 Jul 99, Army Command Policy
2. PURPOSE. To establish policy and procedures for equal opportunity program complaint procedures.
3. GENERAL.

a. All individuals who are part of the 80th Area Support Group Team, who believe that they have been subjected to sexual harassment or discriminatory practices from a co-worker, supervisor, manager, service member, customer, or vendor, have the right to file a complaint. The individual with the complaint can report the conduct to his/her chain of command or unit equal opportunity representative.

b. While service members are encouraged to report violations of equal opportunity policies and regulations to their chain of command first, they are not required to do so. They may instead contact other agencies or offices listed below:

- (1) Equal Opportunity Office
- (2) Inspector General
- (3) Staff Judge Advocate
- (4) Chaplain
- (5) Housing Division, Department of Public Works
- (6) Medical Facilities
- (7) Military Police/Criminal Investigation Division

4. POLICY/PROCEDURES.

- a. Commander responsibilities:

(1) Ensure that all equal opportunity and sexual harassment complaints are handled in accordance with AR 600-20, Appendix E, Complaint Procedures.

AERSH-EO

SUBJECT: 80TH ASG Command Policy Letter 14, Commander's Policy on Equal Opportunity / Sexual Harassment Complaint Procedures

(2) All formal complaints received by the Commander, 80th ASG, will be reported within 72 hours to the first General Courts Martial Convening Authority (GCMCA) in the chain of command. All formal complaints received will also be reported to the Director of the Installation Management Agency within 48 hours. Additionally, the commander will provide a progress report to the GCMCA authority 20 days after the date on which the investigation commenced and 14 days thereafter until complete.

(3) As a minimum ensure that all parties involved with the complaint receive counseling on how their actions have affected other individuals within the command or installation.

(4) Establish and implement a written plan to prevent reprisal against the complainant, alleged perpetrator and named witnesses from incidents of reprisal in the form of intimidation, harassment or threats.

b. Individual responsibilities:

(1) Attempt to resolve the complaint by first informing the alleged offender that the behavior must stop.

(2) Advise the commander, supervisor, or manager of the specifics of the discrimination or sexual harassment and afford them the opportunity to resolve the issue.

(3) Submit only legitimate complaints and exercise caution against unfounded or reckless charges.


c. Inter-service complaint procedures:

(1) In the event of a complaint involving inter-service personnel, the complaint will be processed under the complaint procedures of the alleged offender's branch of service.

(2) Use installation Equal Opportunity Advisor's to assist in this process.

5. SUPERSESSION. This policy supersedes all previous command policy on this subject.

6. PROPONENCY. The proponent of this command policy is the Equal Opportunity Office, 361-5235 and the Equal Employment Opportunity Office at 361-5281/5876.


DEAN A. NOWOWIEJSKI
COL, AR
Commanding